

OJCS #

959/75

18 April 1975

MEMORANDUM FOR: Chief, Printing & Photography Division
SUBJECT: Cancellation of Lease/Xerox 1200

Bob -

As a result of the developments last week involving the installation of the new Xerox 1200 for OJCS combined with the present under-utilization of the Xerox 1200 installed in the Printing and Photography Division area, would you agree that the lease on the Printing and Photography machine should be cancelled? If so, would you please review the terms of the lease and determine the cost of cancellation and turn-in of the machine.

STATINTL

As I mentioned to you, Mr. Fitzwater assured [REDACTED] and me during the meeting in his office on 10 April that the newly installed 1200 for OJCS could absorb any jobs generated by other components of the Agency and that OJCS would provide this service to other components.

If the volume of work builds up to tax the capacity of the OJCS 1200 during the course of the year, I presume that the Printing and Photography machine could be reinstalled. In the meantime, the high monthly rental charge for the machine (\$2,400) would hardly justify retaining it on a back-up or standby basis, particularly when the current 20 percent utilization will decrease even more now that the OJCS machine is installed.

STATINTL

[REDACTED]
Chief, Information Systems Analysis Staff

cc: ✓ OJCS

DDA/Asst. for Information

☐ UNCLASSIFIED☐ INTERNAL
USE ONLY☐ CONFIDENTIAL☐ SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Cancellation of Lease / Xerox 1200

FROM:

EXTENSION

NO.

4/21/75

DATE

OJCS-959-75

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EXO

21 APR 91

2.

DDI OJCS

2 April 1975

3.

DDI OJCS

4/24 2

4.

C/PS

24 APR ALP

5.

C/USD

JK

6.

C/OD

21 May 75

7.

8.

9.

10.

D/OJCS FILES

11.

12.

13.

14.

15.

2-3 Is D/OJCS still speaking to you??

yep!

BUT WHAT'S THE TONE?

